

MEMORANDUM

To: TEST CONTROL OFFICERS
Subject: New DANTES Information

Date: August 2003
From: The Chauncey Group International
Diane Acker, DANTES Operations

1. **New DSST forms for August 2003 release:**

SG489 Foundations of Education

SG/SL525 Principles of Financial Accounting

- a. If these tests are popular at your test center, order the alternate forms and freely rotate them when administering these tests.
- b. An updated On Site scoring disk will be automatically sent in October 2003 to all current users.

Note: Examinees must wait the 6 months (180 days) from the last test date to retest on any DSST titles. Taking alternate forms of a test title does not change this policy.

2. **The following DSST forms must be returned by October 31, 2003. Answer sheets submitted with the test codes listed below WILL NOT be scored after November 30, 2003.**

SF525 Principles of Financial Accounting

3. **CLEP TESTING UPDATES: See separate enclosure.**

4. **Inventory Reporting Requirements:** Use the program provided by DANTES when preparing your Quarterly Inventory Reports.

5. **FEE INCREASES FOR 2003-04:** Civilian DSST test fee increased to \$45 and Military Transcript fee increased to \$20.

6. **Designated Institutional (DI) codes for the institution score report:** It is the examinee's responsibility to code their answer sheet with the correct DI code. The TCO/Examiner should ensure this before the answer sheet is submitted by the examinee. **If there is no code available or an incorrect code is indicated on the answer sheet, an institution copy is not issued. After scores are available, the examinee must request and pay a \$20 fee for a transcript.** Refer to the following websites for the most current version of information on the *DSST Directory of Colleges and Universities* and the *CLEP Colleges* publication:

DSST Directory of Colleges and Universities - <http://www.getcollegecredit.com/directory.htm>

CLEP Colleges - <http://www.collegeboard.org/dep/depstud/html/stud001.html>

7. **Civilian DSST Testing at DANTES Test Centers:** Score reporting will be delayed for answer sheets received without the white score report address label. Labels must be ordered from The Chauncey Group, PO Box 6604, Princeton, NJ 08541-6604, refer to the DEPH, Chapter 4, page II-4-9 for further information. **Note: Copies of the score report address label are not acceptable.**

8. **SAT/Taking the SAT:** To avoid confusion and shipment errors, order the actual SAT I: Reasoning Test by listing it as SAT Exam and list Taking the SAT I Reasoning Test as SAT Practice Test on the ETS/CGI Application for Test Materials.

9. **SAT Answer Sheets and Registration Forms:** A completed registration form is **required** with each SAT answer sheet. The form is located in the current Registration Bulletin. Answer sheets submitted without the registration form will not be processed until the required form is received.

10. **SAT Retest Form:** To order an SAT Retest Form, the TCO must complete the examinee information in the "Retest Information Only" block of the ETS/Chauncey "Application for Test Materials" form. In the "DANTES Test Materials" description block, indicate that this order is for an SAT retest. The SAT retest form can not be stocked. Order SAT retests on a separate order form. For more information, refer to the DEPH, Chapter 3, page II-3-8.

11. **PRAXIS: 2003 - 04 Test Dates** (Test dates are the same for CONUS & Overseas):

September 13-17, 2003 November 15-19, 2003

January 10-14, 2004 March 6-10, 2004

April 17 -21, 2004 June 12-16, 2004

12. **PRAXIS Supervisor's Manual:** The Praxis Supervisor's Manual is **not** automatically shipped and should be ordered with your initial PRAXIS test order. If you currently have the PRAXIS Supervisor's Manual (three-ring binder), you must order the updates to replace any changes in information for the 2002 - 2003 testing year. Refer to the DEPH, Praxis Chapter 9, page II-9-3 for more information.

13. **GRE: 2003-04 Subject Test Dates** (Test dates are the same for CONUS & Overseas):

November 10-15, 2003

December 15-20, 2003

April 5-10, 2004

14. **GRE Subject 2003-04 Test Fees at DANTES Test Centers:** remains - \$130.

15. **GRE General CBT 2003-04 Test Fees:** remains - CONUS: \$115 Overseas: \$140

Note: PRAXIS and GRE Subject Materials are not available for shipping until 6 to 8 weeks prior to the test administration. Submit test orders 4 weeks in advance of the planned test date for CONUS test centers and 6 weeks in advance for overseas test centers.

16. **GMAT CBT 2003-04 Test Fee for CONUS and Overseas testing:** increased to \$225.

REMINDERS

- Personal checks and debit cards **ARE NOT** acceptable methods of payment for DSST test fees and ordering military CLEP/DSST transcripts or civilian DSST transcripts. Acceptable payment methods are Credit Card or Certified Check or Money Order (in U.S. Dollars), **made payable to The Chauncey Group International.**
- **Avoid delays in receiving score reports:** Both the TCO and examinee signatures must be on The Chauncey Group International DSST/CLEP answer sheet (purple).
- **The Chauncey Group International - DSST/CLEP Purple Answer Sheets:** Incomplete answer sheets and answer sheets with irregularity reports received at The Chauncey Group International will be submitted for processing and a score report will be mailed, regardless of score.
- **Sign and return the pink packing slip:** After receiving and verifying a test shipment, sign and return the entire pink packing slip immediately.
- **Special Order Exams:** A separate test material application **must** be used to order any specialty test e.g., SAT I, SAT Retest, GRE Subjects, PRAXIS, CLEP General English Composition with Essay. **Orders without the required test date and/or examinee information will not be processed.**
- **DSST Fact Sheets:** Download the DSST Fact Sheets at the Chauncey Group Web site at www.getcollegedcredit.com/military.html, also linked through the DANTES Examination Home page to download the Fact Sheets.
- **Incomplete DSST Public Speaking Tests:** An objective portion and an audible speech topic response are required for scoring. If an incomplete examination is received, it will be submitted for processing and a failing score report will be issued. Please refer to the DEPH, Chapter 4, page II-4-7 for information.

Included with this memo are the following revised forms/publications:

ACE Credit Recommendations list and the DSST Technical Data Sheet

If you have any questions, contact The Chauncey Group International, DANTES Customer Service at **1-800-257-9484**. We greatly appreciate your close attention to this memo.



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MEMORANDUM

CLEP TESTING UPDATES

To: TEST CONTROL OFFICERS
Subject: CLEP Program Information
Correction to 2003 DEPH page II-5-26

Date: August 2003
From: The Chauncey Group International
Diane Acker, DANTES Operations

3. CLEP General and Subject Paper-Based Examinations RETIRING:

Return **all** used and unused test books listed below according to the DEPH, CLEP Chapter 5, page II-5-26 and according to the referenced timeline.

Effective Date NOVEMBER 30, 2003

No Testing After November 30, 2003

CONUS Order Cutoff Date – November 1, 2003

Overseas Order Cutoff Date – October 15, 2003

Answer Sheets will not be scored after January 15, 2004

07030	College Mathematics	79014	History of US II
08273 & 08265	English Composition	78018	Principles of Accounting
02259	Natural Sciences	77038	Spanish Language
80012	History of US I		

Effective Date JANUARY 31, 2004

No Testing After January 31, 2004

CONUS Order Cutoff Date – November 15, 2003

Overseas Order Cutoff Date – November 15, 2003

Answer Sheets will not be scored after March 15, 2004

05991	Social Sciences and History	71056	Freshman Coll. Composition
81019	Analyzing and Inter. Literature	70017	Intro. Psychology
11100	College Algebra	74039	Prin. of Management

4. Testing will continue through March 31, 2004 on the current CLEP Subject examinations listed below.

37061	American Literature	67075	Intro. Educational Psychology
20079	English Literature	72044	Prin. of Macroeconomics
76015	French Language	73041	Prin. of Microeconomics

5. The last administration for CLEP General English Composition with Essay for CONUS and Overseas will be:

October 6-10, 2003

CONUS Order Cutoff Date – September 5, 2003

Overseas Order Cutoff Date – August 29, 2003

Special order the CLEP General English Composition with Essay examination by specifying the test title, quantity and test date on a **separate** ETS/CGI Application for Test Materials. There is no test code for this exam.

12. **Inventory Reporting Requirements:** Use the program provided by DANTES when preparing your Quarterly Inventory Reports. Remember to use the five-digit CLEP test codes in conjunction with individual test booklet serial numbers for inventory reporting requirements. These test codes are listed in the CLEP Chapter in the DEPH. Do not use the CLEP test form designations (i.e. 3QCY2, 3ICY1).
13. **Civilian CLEP Administrations:** Funded and unfunded civilian examinees must be administered CLEP exams on the **BLUE** CLEP NATIONAL ANSWER SHEET. Incorrect answer sheets will be returned unscored. Refer to the DEPH, CLEP Chapter 5, page II-5-11 for correction information and procedures.
14. **Civilian CLEP Transcript fee has increased to \$20.**



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